

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health**

Health Regulation Administration



**INFORMATION AND INSTRUCTIONS  
FOR  
APPLICATION TO PRACTICE OCCUPATIONAL THERAPY**

Dear Applicant:

We welcome your interest in becoming a licensed Occupational Therapist (OT) Occupational Therapy Assistant (OTA) in the District of Columbia and look forward to providing expedient and professional services. However, the quality of our service is dependent on the completeness of your application. Please read these instructions carefully. The Board of Occupational Therapy will not review any application not completed in accordance with these instructions.

ALL APPLICATION FEES (\$50.00) ARE EARNED WHEN PAID AND CANNOT BE TRANSFERRED OR REFUNDED. THE LICENSE FEE IS \$105.00. THIS IS REFUNDED IF THE APPLICATION IS DENIED.

NEW MAILING ADDRESS FOR APPLICATIONS AND SUPPORTING DOCUMENTS:

DEPARTMENT OF HEALTH  
OFFICE OF PROFESSIONAL LICENSING  
64 NEW YORK AVENUE, NE  
1ST FLOOR  
WASHINGTON, D.C. 20002  
(202) 442-9200

The verification of registration/licensure form should be forwarded from the state board to the above address. This information is required regardless of your licensure status inactive or active. The applicant is responsible for obtaining letters of good standing. NBCOT certification must come directly from NBCOT.

STUDENTS MAY PRACTICE UNDER SUPERVISION WHILE IN SCHOOL. APPLICANTS MAY PRACTICE UNDER SUPERVISION WHILE THE FIRST APPLICATION IS PENDING. IF THE APPLICANT FAILS THE FIRST EXAMINATION, HE/SHE MAY NO LONGER PRACTICE.

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64 New York Avenue, NE, First Floor, Washington, DC 20002 Telephone (202) 442-9200 FAX (202) 442-9431

**BOARD OF OCCUPATIONAL THERAPY  
GENERAL REQUIREMENTS FOR ALL APPLICATIONS**

APPLICANTS MUST NOT HAVE BEEN CONVICTED OF AN OFFENSE WHICH BEARS DIRECTLY ON THE APPLICANT'S FITNESS TO PRACTICE.

APPLICANT MUST BE AT LEAST EIGHTEEN (18) YEARS OF AGE.

**APPLICANTS MUST SUBMIT THE FOLLOWING:**

1. COMPLETED AND NOTARIZED APPLICATION FOR D.C. LICENSE FORM (OPLA-24)
2. COMPLETED SUPPLEMENTAL INFORMATION/SUPERVISION FORM.
3. TWO RECENT PASSPORT-TYPE PHOTOGRAPHS MEASURING 2"x2".
4. CHECK OR MONEY ORDER FOR ONE-HUNDRED FIFTY-FIVE DOLLARS (\$155.00) MADE PAYABLE TO D.C. TREASURER. THE FIFTY DOLLARDS (\$50.00) APPLICATION FEE IS EARNED WHEN PAID AND IS NOT REFUNDABLE. HOWEVER, THE LICENSE FEE OF \$105.00 WILL BE REFUNDED IN CASE OF FINAL DENIAL OF LICENSE OR IF CANDIDATE WITHDRAWS APPLIATION.

**EDUCATIONAL REQUIREMENTS**

SUBMIT TO THE BOARD CERTIFIED OFFICIAL TRANSCRIPTS MAILED DIRECTLY FROM EACH EDUCATIONAL INSTITUTION FROM WHICH CREDITS WERE EARNED. TRANSCRIPTS ARE ACCEPTED BY THE APPLICANT IN A SEALED UNIVERSITY ENVELOPE WITH A REGISTRAR'S SIGNATURE ACROSS THE SEAL.

APPLICANTS SUBMITTING CERTIFICATES MAY SUBMIT XEROX COPIES

**APPLICANTS WHO HAVE BEEN OR AGE LICENSED IN OTHER JURISDICTION (STATES). PLEASE SUBMIT A LETTER OF GOOD STANDING OF VERIFICATION OF YOUR LICENSE/REGISTRATION. (INACTIVE OR ACTIVE STATUS)**

**NATIONAL EXAMINATION REQUIREMENTS**

ARRANGE FOR THE NATIONAL BOARD TO SEND TEST RESULTS DIRECTLY TO THE BOARD.

FURTHER INQUIRES MAY BE CALLING THE BOARD AT (202) 442-9200, MONDAY THROUGH FRIDAY, BETWEEN 9:00 A.M. TO 4 P.M.

## OCCUPATIONAL THERAPIST

Applicants for a license to practice as an occupational therapist must have successfully completed an educational program in the practice of occupational therapy at an institution accredited by the committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA) in collaboration with the National Board for Certification in Occupational Therapy (NBCOT) with a concentration in biological or physical science, psychology, or sociology and with training in activity analysis; and

Applicant must have successfully completed a period of at least six months of supervised work experience at CAHEA accredited educational institution or a program approved by a CAHEA accredited educational institution.

## OCCUPATIONAL THERAPY ASSISTANT

Applicants for a license to practice as an occupational therapy assistant must have successfully completed an CAHEA/NBCOT approved educational program in occupational therapy at the level of occupational therapy assistant.

Applicants must have successfully completed at least two months of supervised work experience at a CAHEA accredited educational institution or a program approved by a CAHEA accredited institution.

## APPLICANTS EDUCATED OUTSIDE THE UNITED STATES

Applicants demonstrate that their education and training as an occupational therapist are substantially equivalent to an educational program accredited by CAHEA/AMA in collaboration with the NBCOT by submitting the following:

An evaluation of the applicant's educational and practical training by the NBCOT or successor organization, and  
Successful completion of the Occupational Therapy certification examination developed by the National Board for Certification in Occupational Therapy (NBCOT) for Occupational Therapists.

It is the responsibility of the applicant to arrange for the required NBCOT evaluation to be sent directly from the NBCOT to the Board at least 45 days prior to examination date.

Any document that is in a language other than English, the applicant shall be responsible for obtaining a translation into English by a translation service acceptable to the Board and shall submit a translation signed by the translator attesting to its accuracy.